

Renewing Early -- Online!

Lynn Long, CSR, ADRE Licensing Division

It is always recommended that you renew online and well in advance of your license expiration date. Waiting until the last day or two may have unforeseen drawbacks. You may encounter a problem with your continuing education credits (CE's) that requires you to contact the issuing school or the Department by phone; or you may encounter a problem with your electricity or phone lines due to a thunderstorm or unscheduled outage. Waiting until the last few days creates stress and may result in an inconvenience for you.

You can renew up to 90 day in advance: take advantage of this opportunity. The online renewal process takes just a few minutes and is complete when you pay the fee. (Your broker doesn't have to approve your renewal, but may disapprove it, in which case your license is still renewed but on inactive-status. You'll need to be hired by another broker before engaging in activities requiring a license.)

If you must renew by mailing in or dropping off your application, it will be processed in the order received. This is a much longer process, and may interrupt your business as a salesperson. The Department continues to receive applications that are incomplete: checks missing, the salesperson or broker forgot to sign the renewal form, a block is not marked, etc. All of these things create a deficient application. There may be a lengthy wait time before you are notified that your application is incomplete, advising you of your deadline to correct the error and mail it in, and time for the Department to resume processing it again. The key is to renew Online and renew in advance.

Another quick tidbit for fast courteous service is to email the Licensing Division rather than calling the Department. It allows the staff to research your question and respond in a much quicker manner.